

Report Writing Training

Objective

Having completed this report writing training course participants will be able to:

- Identify the purpose of their reports
- Apply a recognised and helpful report structure
- Organise the material logically
- Present the information clearly and read-ably on paper or screen

Details

Duration: 1 Day

Who is this course for

This training course is perfect for new managers or team members who have taken on the responsibility of creating reports but lack experience.

Course Content

Preparation for report writing

- Setting your objectives
- Thinking about the reader
- Obtaining the information

Planning the report

- Prioritising the information
- Structuring your material
- Sequencing your material

Writing the report

- Accuracy, brevity and clarity
- Writing style
- Using illustrations
- Presentation, format and layout
- Editing
- Proofing

Silicon Beach Training Ltd

Moorgate House, 5-8 Dysart Street, London, EC2A 2BX